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1 October 1970

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion

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1. It is strongly recommended that [redacted] be promoted from GS-5 to GS-6. She is currently assigned to a GS-7 slot in RP/ORD.

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2. [redacted] entered on duty with the Agency on 25 June 1967. [redacted] was assigned to RP/ORD on 7 August 1967.

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3. [redacted] has been the secretary to the Division Chief/RP/ORD since 16 March 1970 when [redacted] a GS-7 at that time, left to assume another position in the Office of the Director/ORD. [redacted] is highly competent in the technical skills of typing and shorthand. She is very conscientious in the preparation of memoranda and reports, particularly those which go outside the division. She responds promptly and well to the variety of diversified requests placed on her. She has a very pleasant demeanor and an excellent attitude toward work in the division and is a definite asset to the efficiency and smooth running of the office. She has supervised another secretary in the office in a very tactful way.

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[redacted]
Chief/Radio Physics/ORD
DD/S&T

RECOMMEND APPROVAL:

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1 OCT 1970

Chairman, Special Panel/ORD

Date

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[redacted]

approved

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APPROVAL:

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Director of Research and Development

2 OCT 1970

Date

Distribution:

- Original & 1 - Addressee
- 1 - Special Panel/ORD
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- 1 - C/RP/ORD

RP/ORD/DD/S&T dpc 2700 (1 October 1970)

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